

4 March 1952

MEMORANDUM

TO: All Assistant Directors and Staff Chiefs
FROM: Deputy Director (Administration)
SUBJECT: Contractual Employment of Retired Military Personnel

1. The contractual employment of any retired officer shall be cleared with this office before any commitments are made.
2. Such clearance will be obtained by the Special Contracting Officer and is required whether the contract is made directly by CIA or by one of its controlled facilities.
3. Whenever such employment is proposed, the following information will be furnished to the Special Contracting Officer:
 - a. Officer's true name and rank;
 - b. Exact details of retirement action -
Longevity?
Disability?
Combat incurred?
 - c. Amount of annuity and,
Proposed compensation;
 - d. Office or Staff and Division proposing the employment;
 - e. Description of services to be rendered and the project to which they will be furnished.

/s/
WALTER REID WOLF
Deputy Director (Administration)

CC:DDCI/
DD/P
DD/I
ADD/A
ADD/A(s)

Ch. TSS
Dir of Trng
Actg Fers Dir